

# **MANIPAL ACADEMY OF HIGHER EDUCATION (MAHE)**

(An Institution of Eminence Deemed to be University)

Manipal, India – 576 104

## **Guidelines on International Faculty Recruitment**

(Effective from June 1, 2023)

### **Definition of International Faculty**

A candidate should fulfil the following criteria in order to be considered as an International Faculty

- Candidate shall be a foreign citizen (with a foreign passport)
- A foreign citizen with Overseas Citizen of India (OCI) Card

### **Eligibility**

- As per MAHE norms, candidate shall fulfil the prescribed eligibility criteria for holding faculty positions in the respective discipline
- Be physically present in the campus between the entry and exit to India, for a minimum duration of three months (continuous 90 days – excluding the travel dates)

### **Mode and Types of Appointment**

MAHE appoint International Faculty Members on tenure track mode. Following are the different types of International Faculty Engagements under MAHE.

1. Short-term Engagement
2. Long-term engagement
3. Joint Appointments
4. Exchange Visiting Faculty Engagements

### **Short Term engagement**

This engagement includes all appointments on tenure track basis for a short-term duration of minimum 90 days to 180 days. This mode of engagements will be useful for the faculty members of International Universities to visit Manipal and to be part of the academic and research activities of MAHE on sabbatical or even on personal leave.

### **Long Term engagement**

This engagement includes all appointments on tenure track basis more than 180 days and up to a mutually agreed tenure. This facilitates faculty members of international universities, OCI Card holders, Alumni etc. to teach / conduct research at MAHE on a long-term basis

### **Joint Appointment**

This engagement facilitates faculty members of an international university (non-partner universities) to visit MAHE, to teach and conduct research either on short / long-term mode while holding an employment in their own international university / country. This will foster collaboration in teaching and research between MAHE and other foreign universities

### **Exchange Visiting Faculty**

This engagement facilitates engagements of the faculty members and other professionals visiting MAHE from the partner Universities overseas. Here in this scenario, if the visiting faculty member continues to get the salary from the overseas University, MAHE will facilitate two-way economy class Air tickets, free accommodation (arranged by MAHE) and will also take care a fixed amount towards the living expenses.

### Salary and benefits

Salary for international faculty positions at all disciplines except language teachers will start at USD 25,000 per annum. Salary for the language teachers will start at USD 14,000 per annum.

#### Note:

1. Higher package will be considered for eligible candidates based on the designation, credentials, previous experience, academic and research output and financial exchange rates of the currency of their home country with INR etc.
2. International faculty members are liable to pay Income Tax in India as per the provisions of the Income Tax Act.
3. Salary will be paid in equivalent INR based on the exchange rate applicable at the time of issue of appointment order.
4. On arrival to the campus, faculty members
  - a. MUST open a Bank account with any of the Indian Banks within 7 days. MAHE HR office will facilitate all the necessary documents
  - b. International Faculty members other than the candidates with the Indian OCI Card MUST complete registration with nearest FRRO within 7 days. MAHE HR Department will facilitate the same.
5. As per the statute, all the international faculty members will be covered under the Provident Fund (PF) Scheme. Contribution to the PF will be as follows;
  - a. 12% on the Gross Salary will be deducted from the salary and paid to the Provident Fund (PF) as employee contribution
  - b. MAHE will also contribute an amount equivalent to 12% on the gross salary to the PF Fund
  - c. Employee can settle the PF account only when they complete 58 years of age

### Travel Benefits

An International Faculty member is entitled for travel benefits as detailed below;

Sl. No	Mode of Engagement	Entitlement	Applicability
1	Short Term Engagement	<ul style="list-style-type: none"><li>• Economy Class Air ticket from their home country to the nearest Airport to MAHE's Campus (in the shortest route) <b>at the time of joining.</b></li><li>• Economy Class Air ticket from India to their home country in the shortest route <b>after completion of short term engagement</b> (minimum 90 days to be completed)</li></ul>	For self only
2	Long Term Engagement	<ul style="list-style-type: none"><li>• Economy Class Air ticket from their home country to the nearest Airport to MAHE's Campus (in the shortest route) <b>at the time of joining.</b></li><li>• Economy Class Air ticket from India to their home country in the shortest route <b>after completion of one year.</b> If the faculty continues to serve MAHE, this entitlement will be restricted to once in a year (after completion of one year)</li></ul>	For self and spouse

### Relocation Allowance

International faculty members will be eligible for a re-location allowance as detailed below

Sl. No	Mode of Engagement	Entitlement of Relocation Allowance
1	Short term engagement	USD 1,000
2	Long term engagement	USD 1,500

- ✓ Relocation allowance will be paid in equivalent INR based on the exchange rate applicable at the time of issue of appointment order, within completion of one month of joining at MAHE
- ✓ In case the faculty leaves the employment or termination of employment by MAHE, 50 % of relocation allowance will have to be reimbursed back to MAHE if the faculty fails to complete
  - a. Minimum 90 days of continuous engagement, in case of short-term engagement
  - b. Minimum 180 days of continuous engagement, in case of long-term engagement

### Accommodation

- ✓ Free furnished accommodation within the campus or University arranged accommodation outside the campus.
- ✓ Accommodation in MAHE Bengaluru campus will be restricted to top ceiling of rentals as decided by the MAHE from time to time.
- ✓ Faculty to pay applicable electricity and water charges during the stay.
- ✓ International faculty members working in MAHE on regular rolls, will not be entitled for free accommodation.
- ✓

### Professional Development Fund (Reimbursement)

International faculty members will be entitled for a Professional Development Fund for attending and presenting papers in professional conferences during the engagement;

Sl. No	Mode of Engagement	Professional Development Fund
1	Short Term Engagement	<ul style="list-style-type: none"><li>● INR equivalent to \$1250 for the contractual period as professional development fund as reimbursement on production of actual bills / tickets etc.</li><li>● Prior approval of MAHE is necessary to initiate the travel</li></ul>
2	Long Term Engagement	<ul style="list-style-type: none"><li>● INR equivalent to \$ 2000 during the engagement or per contractual year as professional development fund as reimbursement on production of actual bills / tickets etc.</li><li>● Prior approval of MAHE is necessary to initiate the travel</li></ul>

Note: Reimbursement will be paid in equivalent INR based on the exchange rate applicable at the time of travel

### Medical Insurance:

International faculty members will be covered under the Medical Insurance coverage applicable for faculty members in the respective campus for self, spouse and dependent children on payment of subsidized premium.

### **Research Incentives and Provisions to engage in Professional Consultancies:**

International Faculty Members are eligible for Research Incentives as per the MAHE policies in place from time to time. They are also permitted to engage in professional consultancy services through the host institution under MAHE. Earnings from the professional consultancies will be shared between the faculty member and the Institute in a ratio of 60 (faculty): 40 (Institute) respectively.

### **Recreational Facilities:**

International faculty members can utilize the *Marena Sports Arena* Facilities and Gymnasium on payment of subsidized monthly charges

### **Visa and Related Formalities:**

All such faculty members are bound to follow the VISA regulations prescribed by the Government of India from time to time; Following are the summary of the visa and immigration requirement;

#### **Foreign Nationals with Foreign Passport:**

1. Foreign nationals with a Foreign Passport must obtain an 'Employment Visa' from the respective Indian Consulates in their home country
2. MAHE will provide the following supporting documents to the prospective faculty members to apply for the employment visa;
  - a. Letter of appointment
  - b. Recommendation letter to the Consulate General or Visa Officer
  - c. Certificate on non-availability of talent in India
  - d. Details of incorporation / establishment of MAHE as an employer
  - e. Any other specific documents as and when required.
3. A foreign national must register with the local Foreign Registration Office (FRRO) within 7 days from date of arrival to India
4. Extensions of employment visa can be processed from India on submission of relevant supporting documents.

#### **Foreign Nationals with Overseas Citizen of India (OCI) card**

1. A foreign national with possession of the Overseas Citizen of India (OCI) Card is permitted to work in India without an employment visa.
2. Such candidates can take up employment in India based on the Letter of Appointment
3. Registration with FRRO is also not necessary in such cases

#### **Contact:**

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